



1/8/2026

CSI Phoenix Chapter Board 2025-2026
Monthly Board Meeting Minutes

Meeting Minutes

1. Jeff Nielsen called meeting to order at 9:05 AM
2. Attendance for Quorum Confirmation. 5 board members are in attendance. quorum is present.
3. Adopt meeting minutes for November, Jaime moves to adopt, Jeff seconds the motion, minutes adopted.

Leader Roster-Board Members				
Name	Board Position	Phone	Email	Present
Jeff Nielsen	President	520-424-8015	jeff.nielsen@icpgroup.com	X
Jaime Garrido	President Elect	602-256-4375	Jaime.garrido@phoenix.gov	X
Clarissa Aguilar	1st Vice President	480-886-0290	caguilar@awarch.com	
Heather Unger	Secretary	602-448-5355	Hunger@fmsolutions.net	X
Jeff Scoby	Treasurer	602 714-7280	jeff.scoby@dunnedwards.com	
Brooke Manriquez	Past President	602-734-5333	Bmanriquez@arcadiainc.com	
Ron Stas	Director 25-27	602-377-4002	Ron.stas@acralight.com	X
Doug Pahls	Director 25-27		dpahls@dlrgroup.com	X
Dean Leschak	SW Region President	303-204-1794	dleschak@ppg.com	
Robin Snyder	SW Region Secretary	602-369-8163	robin@spectraspecs.com	X
Committee Chairs				
Name	Committee	Phone	Email	Present
Jaime Garrido	Education/Scholarships	602-256-4375	Jaime.garrido@phoenix.gov	X
Heather Unger	Academic	602-448-5355	hunger@fmsolutions.net	X
Bobbi Jo Huskey	Membership/Programs	602-390-3599	bobbiho@partitionsco.com	
Heather Unger	Awards	602-448-5355	hunger@fmsolutions.net	X
Clarissa Aguilar	Electronic Communications	480-886-0290	caguilar@awarch.com	
Brooke Manriquez	Programs	602-734-5333	Bmanriquez@arcadiainc.com	
Ron Stas	Fundraising /Golf	480-979-8925	Ron.stas@acralight.com	X
Wendy Urias	Membership	480-404-8242	wurias@behr.com	
Camille Matthews	Membership	602-647-2889	Camille@royalplywood.com	X
Doug Pahls	Technical		dpahls@dlrgroup.com	X
Jake Beach	Technical	480-594-0949	Jake.beach@qxo.com	

1. Announcements:
 - 2026 SW Region Conference April 22-25, 2026, at San Marcos Resort, Chandler, AZ
 - i. Planning Committee Meeting monthly with Robin Snyder
 - ii. Save the Date Postcard sent
 - iii. Slide in Phx chapter meeting announcements for today's meeting
 1. Ron may have an education presentation for a roofing speaker.
 2. Jaime-Farnsworth building envelope commissioners will send PP
 3. Offer-emerging professionals' (currently employed in the industry for 5 years or less and) attendance for education day \$500 (10 x \$50 awards) from Phoenix Chapter (Approved in November board meeting)
 4. Focus on emerging professionals, blast out in e-mail and Linked In
 - Membership sweepstakes
 - i. \$100 sponsorships-Spectra, FM Solutions, Dunn Edwards, and Jon Hammond with SpecDoc., APF Polymer Surfaces.
 1. Camille confirming sponsorships with Bobbi Jo
 - ii. Give gift cards from each sponsor to the winners at end of year.
2. Committee Chairs – Allow for each chair to provide a brief report on their plan.
 - Programs-Brooke & Bobbi Jo-co-chairs
 - January 1/8- CIP Program-Lunch Meeting 11:30-1 Wyndham A Vision for the Valley 2026 with the City of Phoenix Chris Kabala, ASU, and Maricopa Colleges Director Gary Eberhardt
 - February 2/12- DWL speaking on Airports Aviation+TSA
 - March 3/12 Hartung Tour w/ Gardian Glass
 - April 4/9 Code Update Ron Geren
 - Propose this as a joint meeting with NAWIC-Heather
 - Heather submitted the motion for the joint organization meeting- Jaime moves to adopt, Doug seconds the motion
 - Board vote – all in favor, motion carried
 - May 5/14 Water Conservation Jones Studio
 - Surf Park tour-Power and 202-confirm location with Brooke
 - June 6/11 Awards Banquet and Project Spotlight-Location TBD
 - Membership- Camille Matthews and Wendy Urias Co-chairs
 - Game plan/ Strategies
 - Any new members this month?
 - Wendy and Camille to follow up on contact lists for membership
 - Working on dates for a mixer
 - Guests at meetings need to be introduced at chapter meetings and acknowledged in chapter announcements.
 - Professional Development & Certification/Education/Scholarships-Jaime and Heather
 - CDT Prep class-Ron, Neil, Jaime over 3 Friday's end of Jan early Feb at TRL 1/30, 2/3, 2/6
 - Jaime-APPA, weekly online Q&A approach—create this with the class time – more engaging, interactive content with Clarissa and Heather.
 - PP updated, Jaime can do a summarized version of this.

- May provide other formats for class
 - Jaime reached out to Architects to schedule CDT presentation.
 - Promote scholarship-CSI to pay for CDT testing fee!
 - Have an applicant from EVIT – Electrician student has submitted their essay, will attend 2-chapter meetings virtually.
 - Need a short presentation of certifications-how to apply for Scholarships
 - Jaime and Heather met and created this.
 - Meeting scheduled for next week with Jaime/Heather to review:
 - Presentations at EVIT, MCC, GCU, ASU
 - Presentation for architects
 - Regional event for students/schools
 - Dean and Robin met with someone from ASU construction school of management-open to possibilities for CSI involvement
 - Introducing scholarship program today
 - Review curriculum for CDT classes from other chapters
- Academic Programs/Student Advisors- Jaime and Heather
 - Camille would like to have training to promote CDT and other certifications.
 - Meeting next week for Jaime and Heather to schedule this
 - Education Events we are sponsoring this year:
 - Let's Build Construction Camp for Girls-Budget-\$500-Summer
 - Skills USA Arizona State Faciliton Competition-Budget-\$500-Fall (Jaime will volunteer as a judge)
 - Future Cities Competition-Budget-\$750- Saturday January 24th 7:00AM-11:30 at GCU.
 - Request for volunteer judges sent-any takers?
 - Technical-Jake Beach & Doug Pahls
 - John McCall does not have any podcast equipment to pass on to Doug, but would be happy to partner with Jim Camarillo, or Doug.
 - Need to submit white papers to websites, podcasts, other educational documents/media
 - Awards-Heather
 - Game plan/ Strategies
 - Heather sent 25-26 awards catalog from Institute to board and directors to review possibilities for new award nominations.
 - OCC award requirements in progress
 - Media/Communications-Clarissa and Brooke
 - Game Plan/ Strategies
 - LinkedIn and Instagram contacts – share board links and Phoenix Chapter CSI.
 - Review every page on the website make updates for the board, new events, remove old info...etc.
 - Brooke – Posting chapter events, on website and Social Media sites.
 - Events/Fundraising-Ron Stas
 - Golf Tournament Fundraiser 2026-March 20th at the San Marcos Golf Club
 - Budget of \$15,700, Expected income is around \$15,000
 - Flyer ready to send out
 - \$1,200, for another org. for foursome cost.
 - Working on selling out all the t-boxes- great way to make contacts!
 - T-boxes available! Sponsors to bring all supplies for tables/shade structure

- Ruffling architects to different teams – Bobbi Jo
 - Bowling tournament
 - Need to budget for it. \$1,700.
 - Date set for Thursday July 23rd-may change to July 16th
 - Sponsors donate items to raffle off/sponsor food, bar.
 - Same location as last year
3. Treasury Report-Jeff Scoby
- Provide the current chapter banking statement update.
 - i. Jeff reviewed bank statements-added details in QuickBooks
 - ii. Reviewed budget actuals vs. budgeted
 - 1. Check guests sponsored for the special meetings
 - i. Checking-\$46,268.98, Savings-\$30,212.70
4. Secretary's Report-Heather
- Meeting minutes posted to CSI Phoenix website, PP for chapter meetings.
 - President's letter distributed and posted
 - Chapter deliverables are on track
5. Round Table Items
- Budget for membership – need new badges, Camille to purchase.
 - Board discussion and decision on any purchases for the chapter only need to be mentioned in the board meetings and/or an e-mail to the board. This communication is acceptable rather than a full board vote for budgeted items under \$100.
6. Meeting adjourned – Jeff moves to adjourn, Jaime seconds the movement, meeting adjourned 10:10.